



Queen Elizabeth
High School

spes durat avorum



Hexham
Middle School

spes durat avorum

Hadrian Learning Trust
Health and Safety Policy

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Introduction

In compliance with the requirement of Section 2 of the Health and Safety at Work etc. Act 1974, Hadrian Learning Trust are effectively discharging their statutory duties by preparing a written Health and Safety Policy.

The health and safety of both staff and students is of paramount importance to the Trust Board. Under the Local Management of Schools framework the Trust Board is responsible for health and safety in the school.

The Trust Board is the employer and has responsibility for the day to day running of the school and the management of the budget. The Executive Headteacher is responsible for the discipline and internal organisation of the school, and for the safe conduct of the staff and students and all school related activities. The schools take out an agreement with the local authority, who provide specialist advice in relation to safety matters and many of the services requiring technical expertise.

The Health and Safety at Work Act requires the employer to publish a Health and Safety Policy setting out the employers' statement of intent, management organisation and detailed arrangements with regard to health and safety. The policy must be brought to the attention of each employee.

The Trust Board acknowledges its responsibilities and sets out its own policy and arrangements for health and safety.

In order for Hadrian Learning Trust to discharge its statutory duties, staff are required by law, to co-operate with management in all matters concerning the health, safety and welfare of themselves and any other person who may be affected by their acts or omissions whilst at work. Hadrian Learning Trust encourages all staff to inform management of any areas of the health and safety policy that they feel are inadequate or misrepresented to ensure that the policy is maintained as a true working document.

The maintenance of a detailed health and safety policy and staff health and safety handbook requires a continuing commitment from staff and regular updating of the policy is carried out. Further contributions or suggestions from members of staff would be most welcome. In return, it offers the advantage of a clear and well organised safety management system, set out clearly for the benefit of everyone.

These detailed safety management arrangements play an essential part in Hadrian Learning Trust's approach to risk management to reduce the number of accidents and incidents as well as reducing the cost of litigation which impose an unacceptable budgetary burden.

Health and Safety Policy Statement

The following is a statement of the Trust's health and safety policy in accordance with Section 2 of the Health and Safety at Work etc. Act 1974.

It is the policy of Hadrian Learning Trust to ensure, so far as is reasonably practicable, the health, safety and welfare of all staff working for the Trust and other persons who may be affected by our undertakings.

The Trust Board recognises its responsibility to provide a safe and healthy environment for staff, students, contractors and visitors to the premises and will take all reasonably practicable steps within its power to fulfil this responsibility. Such matters include:

- a safe place of work and a safe working environment
- safe plant and equipment
- safe systems of work
- safe access to and egress from places of work
- the assessment of all significant risks associated with work processes, and the adoption of appropriate precautions
- the provision of adequate information, instruction, training and supervision
- adequate consultation with staff on all matters relating to health and safety, and the fostering of a positive safety culture in the school
- keeping abreast of legislation by obtaining advice from the LA/others and through persons competent in health and safety matters
- a written system of safety management which includes:
 - the identification of needs and objectives, in order of priority
 - the allocation of appropriate funds
 - the integration of health and safety planning within the School Development Plan
 - the regular monitoring of progress, and of safety performance, to be used in the planning process
 - an annual review of the safety policy
 - the inclusion of health and safety on the agenda of Trust Board meetings, at least annually.

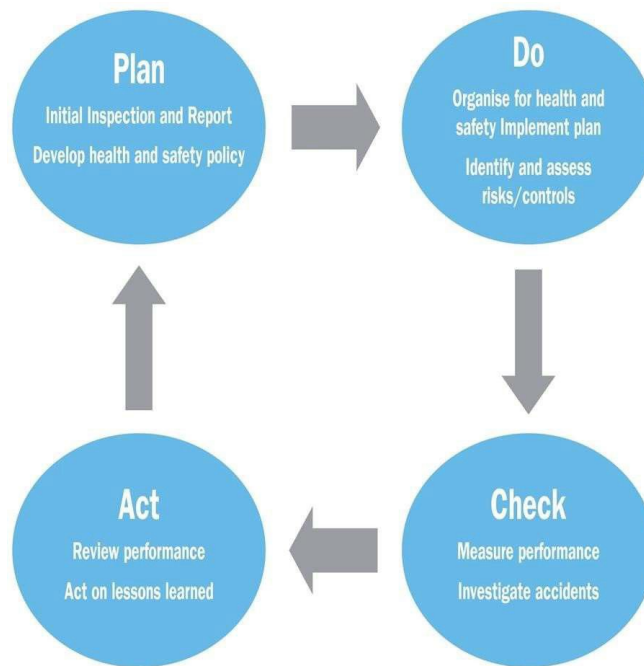
The Health and Safety Lead will implement the Trust's health and safety policy and recommend any changes to meet new circumstances. The Trust recognises that successful health and safety management contributes to successful business and educational performance and will allocate adequate finances and resources to meet these needs.

Health And Safety Management System

The Management of Health and Safety at Work Regulations (Regulation 5) requires the employer to have arrangements in place to cover health and safety. These arrangements should, where possible, be integrated within the management system that is already in place for the Trust. The arrangements when implemented however, will depend on the size and nature of the business and will require the following factors to be considered when integrating them into any management system: –

- Plan
- Do
- Check
- Act.

This health and safety policy includes a management structure and arrangements developed for the Trust to ensure compliance with the law; alongside the dedicated policy we also operate a Health and Safety Handbook, that contains specific health and safety advice and rules for staff in specific situations.



The flow diagram above provides a pictorial representation of good management practices in line with the HSE’s normative standards; each step is explained further overleaf.

1. Plan - Initial inspection and report, develop a health and safety policy

An inspection report will be provided by a Citation Ltd Health and Safety Consultant. The report will identify the current practical, physical and procedural weaknesses in complying with regulations. This will lead to the Trust developing an action plan and updating the Trust’s Health and Safety Policy and Health and Safety Handbook.

2. Do - Organise for health and safety and implement plan

The organisational structure will be reviewed along with individual responsibilities with regards to health and safety management within the School. Management leading by example is essential to fostering a positive health and safety culture.

Hadrian Learning Trust commit to adhering to the policy arrangements including identifying hazards and completing risk assessments. Implementing actions from the health and safety inspection report will assist in compliance with regulations.

Implementation of the plan should include: –

- Establish and prioritise preventative and protective measures to eliminate or reduce risks, and implement
- Allocation of sufficient resources (manpower, time, funds and competent advice)
- Provision and maintenance of the correct tools and equipment to do the job
- Consult, train and instruct, to ensure everyone is competent to carry out their work
- Supervise to make sure that arrangements are followed.

3. **Check** - *Measure performance*

Monitoring will establish where problems may exist within the management system(s) and will help understand what causes them and what remedial actions are required. Monitoring can include:

- routine inspections of premises, plant and equipment by staff
- health surveillance to prevent harm to health
- planned function check regimes for key pieces of plant
- investigating accidents and incidents
- monitoring cases of ill health and sickness absence records.

4. **Act** – *Review performance, act on lessons learned*

- Health surveillance to prevent harm to health
- Conducting accident investigations and reviewing statistics
- Monitoring cases of ill health and sickness absence
- Compliance with regulations.

In the following year Citation Ltd will conduct a further annual site inspection. This will be carried out by a Citation Ltd, Health and Safety Consultant and includes a workplace inspection, review of documentation and arrangements in place and progress on assessments. On completion, a further written report will be forwarded along with any required policy amendments. The outcomes of the review will become the next part of the health and safety plan to continue the loop.

Environmental Statement

Hadrian Learning Trust is committed to preventing pollution and to complying with all relevant environmental legislation, regulations and other environmental requirements.

We will regularly evaluate the environmental impact of our activities, products and services and we will take action to continually improve our environmental performance.

It is our policy to:

- Minimise the use of energy, water and natural resources
- Minimise waste through prevention, re-use and recycling where possible
- Dispose of waste safely and legally
- Avoid the use of hazardous materials, where practical
- Work with environmentally responsible suppliers
- Prevent environmental damage and minimise nuisance factors such as noise and air pollution.

We will define environmental objectives, targets and improvement actions that are related to this policy and to our significant environmental aspects. We will regularly evaluate progress.

We are committed to providing relevant environmental training and promoting environmental awareness to staff and, where appropriate, to suppliers and to communicating our environmental performance.

We will implement processes to prevent environmental non-conformities and to ensure that we are prepared to deal with potential environmental emergencies.

This policy will be regularly reviewed and updated to take account of organisational priorities and changes, environmental legislation and best practice.

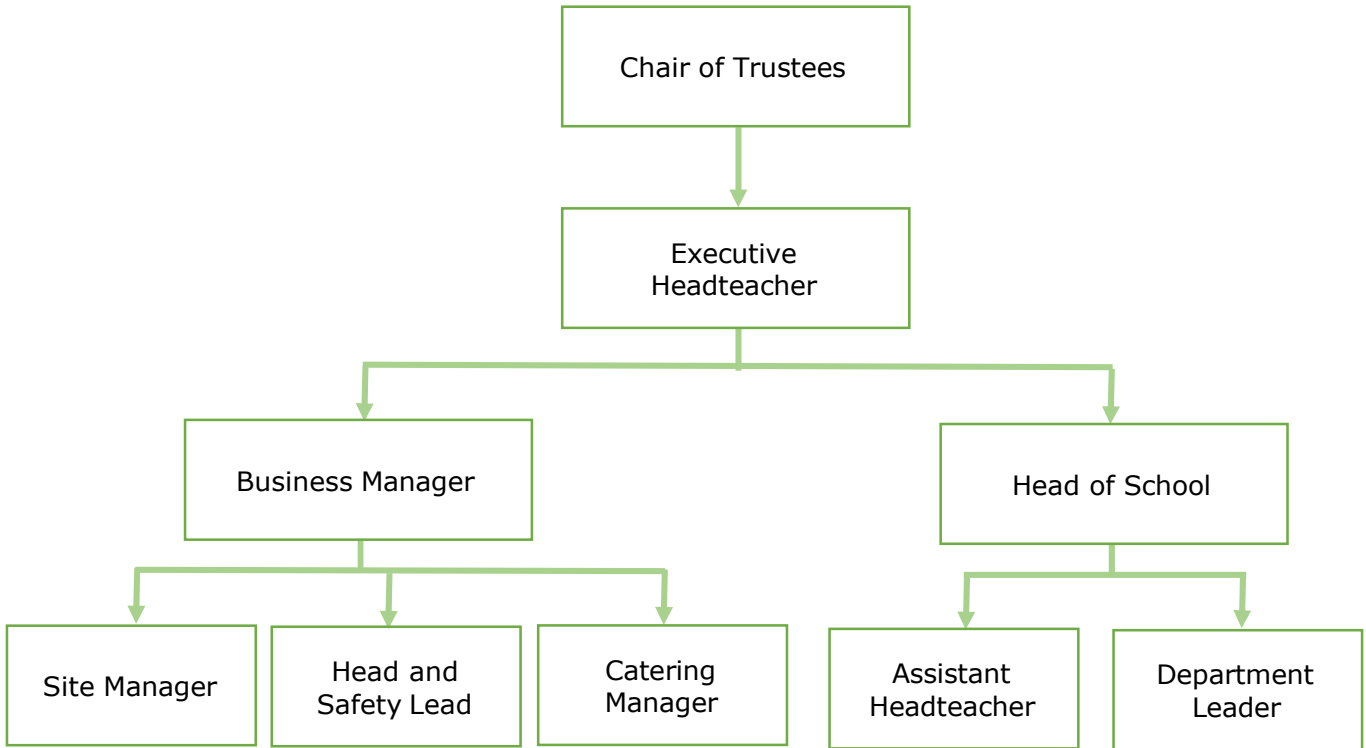
Food Safety Statement

Staff have a statutory duty to take care of themselves and others who may be affected by their acts or omissions. To enable these duties to be accomplished it is Hadrian Learning Trust's intention to ensure that responsibilities for food safety matters are effectively assigned, accepted and fulfilled at all levels within our organisation.

As far as is reasonably practicable, we shall ensure that:

- Adequate resources are provided to ensure that proper provision can be made for food safety
- Risk assessments are carried out and periodically reviewed in accordance with the HACCP's
- Systems of work are provided and maintained that are safe and without risks to food safety
- Arrangements for use, handling, storage and transport of articles and substances for use at work are safe and without risks to health
- All staff are provided with such information, instruction, training and supervision as is necessary to secure their safety and health at work, the safety of others who may be affected by their actions and the safety of food on the premises
- Where appropriate, health surveillance will be provided to staff
- The provision and maintenance of all plant, machinery and equipment to ensure it is safe and without risk to health or food safety
- The working environment of all staff is safe and without risk to health or food safety and that adequate provision is made with regard to the facilities and arrangements for their welfare at work
- The place of work is safe and that there is safe access to and egress from the workplace
- Monitoring activities are undertaken to maintain agreed standards
- All food prepared or stored on the premises complies with all food safety requirements and is of the nature, substance and quality demanded

Health & Safety Organisation Chart



Health & Safety Responsibilities

Section 2 of the Health and Safety at Work etc. Act 1974 places a duty on employers to prepare a written health and safety policy that includes details of responsibilities for ensuring the health, safety and welfare of all employees.

The Chair of the Trustees will ensure:

- The main requirements of the Health and Safety at Work etc. Act 1974 are understood and applied.
- Sufficient funds are made available for the requirements of health, safety and welfare provisions.
- Joint consultations or regular health & safety meetings between management and employees take place to foster an awareness of health and safety matters.

The Executive Headteacher will ensure:

- Health and safety is integrated into the Trust's management systems.
- The same management standards are applied to health and safety as to other management functions.
- The site is adequately maintained and fit for purpose at all times.
- All levels of management within the organisation fully understand the arrangements for the implementation of the health and safety policy.
- There is a structured system of safety management. This should be designed to identify safety requirements and objectives and set out clear priorities which are incorporated into the school budget planning process and, where appropriate, the School Development Plan.
- They monitor and review safety performance regularly, and identify future needs in order to aid the planning process.
- Procedures as are necessary to comply with all health and safety legislation are implemented
- They provide regular reports on significant issues and general progress to the Trust Board
- They foster the growth of a positive safety culture, in which all the staff share the aim of continuous improvement in health and safety.

The Business Manager will ensure:

- All health and safety issues raised by employees are recorded and investigated.
- Suitable and sufficient personal protective equipment is provided for employees at no cost.
- Nominated competent persons complete, record and review risk and COSHH assessments relevant to the activities and hazards within the organisation and that relevant employees are informed of the significant findings of the assessments (support staff team).
- A Fire Risk Assessment is completed annually.

The Head of School (and deputy) will ensure:

- They implement a system for safeguarding all persons either on the premises, or involved in school activities, from risks which are reasonably foreseeable.
- A series of evacuation drills are maintained and results of the evacuation recorded (minimum: 3 per year):
 - Autumn Term – Walk Through with Staff and Students

- Spring Term – Practice Fire Drill
- Summer Term – Practice Fire Drill with blocked exit
- Nominated competent persons complete, record and review risk and COSHH assessments relevant to the activities and hazards within the organisation and that relevant employees are informed of the significant findings of the assessments (teaching and learning team).
- The Fire Coordinator (nominated by the Headteacher) is responsible for devising and coordinating fire drills and maintaining records in the Fire Log Book, such as fire drills and fire alarm tests.

The Site Manager will ensure that:

- Coordinate any necessary safety arrangements with any contractors working on the site.
- All welfare facilities, including temperature, lighting and ventilation levels, are adequate.
- Contractors are adhering to safety rules and procedures and any other statutory legislation relevant to their work.
- Regular safety checks are undertaken and records made available of the testing, maintenance and statutory inspections of all equipment. This will include:
 - Annual safety tests of 240v portable electrical appliances
 - 5 Year fixed wiring inspection
 - Weekly fire alarm testing
 - Water hygiene testing
- Any building faults are reported immediately to the Senior Leadership Team
- Any faulty work equipment identified is immediately taken out of service until repaired or replaced.
- No employee shall undertake any kind of electrical work where specialist knowledge is required in order to avoid danger.
- Contractors have the necessary competence and resources in order to carry out work safely for the organisation.
- Flammable liquids are stored in a locked metal cupboard
- Fire doors are always closed and never wedged open
- Waste materials are collected daily and are stored until collection by the Council o Electrical equipment not in use is always isolated from the mains.

The Health and Safety Lead will ensure that:

- They act as a point of reference for information and support for other staff members and leaders in relation to accessing Health and Safety guidance and support, whilst maintaining pro-active links with Citation Ltd.
- Audits and inspections are conducted in accordance with the organisation's health and safety monitoring procedures.
- All relevant inspections and reports are converted to action plans and these action plans are acted upon.

- They routinely update and publish the Health and Safety Handbook following the annual review of H&S or when legislation or HSE guidance recommend changes to practice.
- Adequate health and safety training is provided for all employees. This shall commence on induction and include any specific training regarding the organisation's rules, safe systems of work and training required to perform their duties and work-related tasks.
- Qualified first aid personnel and facilities are provided.
- Employees and any other relevant persons are informed of the location of first aid personnel, facilities and the importance of recording all accidents / incidents in the accident book.
- All accidents / near miss incidents are investigated and recorded on the incident record form and control measures implemented to prevent any recurrence.
- Arrangements for fire safety are implemented and that all relevant checks are carried out.
- Health and safety and food safety issues raised by employees are recorded and investigated.
- Training programmes are established or arranged to inform and educate employees of their health and safety responsibilities and duties.
- The training needs of all employees are identified.
- Suitable training is provided and full written records are maintained.
- Risk assessments are compiled within the workplace.
- The organisation's fire safety arrangements are implemented.
- All accidents/incidents are reported to the enforcing authority in accordance with the Reporting of Incidents, Diseases and Dangerous Occurrences Regulations (RIDDOR).
- First Aid kits and equipment are checked on a regular basis to ensure that they are adequately stocked and that all items are in date.

The Catering Manager will ensure that:

- All food hygiene procedures are carried out in accordance with statutory legislation.
- Food safety issues raised by employees are recorded and investigated.

Assistant Headteachers and Pastoral Leaders will ensure that:

- They foster the growth of a positive safety culture, in which all the staff and pupils share the aim of continuous improvement in health and safety and recognition that we are each responsible for not only our own safety, but the safety of those around us.
- Regular updates on health and safety concerns are passed to either the Health and Safety Lead or the Executive Headteacher as appropriate.

Educational Department Leaders will ensure that:

- Their department operates with a positive health and safety philosophy by:

- Maintaining an up-to-date collection of relevant health and safety manuals, guidance sheets and professional bulletins.
 - Maintaining up-to-date subject specific risk assessments.
 - Providing and implementing operating procedures, where relevant, to support the health and safety of pupils and staff.
- They foster the growth of a positive safety culture, in which all the staff and pupils share the aim of continuous improvement in health and safety and recognition that we are each responsible for not only our own safety, but the safety of those around us.
 - Regular updates on health and safety concerns are passed to either the Health and Safety Lead or the Executive Headteacher as appropriate.
 - They consult with the Health and Safety Lead re any concerns relating to subject practices where health and safety of pupils or staff may be a concern.

General Management Responsibilities

As employers we have a duty to all employees, casual workers, part-time workers, trainees, visitors and sub-contractors who may be in our workplace or use work equipment provided by us. Consideration will also be given to our neighbours and the general public.

Management will ensure they:

- Assess all risks to worker's health and safety and bring the significant findings to the attention of employees
- Provide safe plant and equipment that is suitably maintained
- Provide a safe place of work with adequate facilities and safe access and egress
- Provide adequate training and information to all employees
- Have provisions in place to guarantee that articles and substances are handled and stored in a proper manner
- Provide health surveillance to employees where it is deemed necessary
- Appoint competent persons to help comply with health and safety law
- Provide employees and other workers who have little or no understanding of English, or who cannot read English, with adequate supervision, translation, interpreters or replace written notices with clearly understood symbols or diagrams.

Employee's Responsibilities

The Health and Safety at Work etc. Act 1974 details two main sections which employees are required to comply with. These are: -

- Every employee has a duty of care under the Health and Safety at Work etc. Act 1974, section 7, to take reasonable care of themselves and any other person who may be affected by their acts or omissions at work
- In addition to the above, Section 8 states that under no circumstances shall employees purposely or recklessly interfere or misuse anything provided in the interest of safety or welfare, life saving equipment, signs or fire fighting equipment
- Employees also have a duty to assist and co-operate with Hadrian Learning Trust and any other person to ensure all aspects of health and safety legislation are adhered to.

Employees are obliged to:

- Always follow safety rules, avoid improvisation and comply with the health and safety policy
- Only perform work that they are qualified to undertake
- Always store materials and equipment in a safe manner
- Never block emergency escape routes
- Always practice safe working procedures, refrain from horseplay and report all hazards and defective equipment
- Always wear suitable clothing and personal protective equipment for the task being undertaken
- Inform the First Aider or Appointed Person of all accidents that occur.

The Management of Health and Safety at Work Regulations require all employees to:

- Utilise all items that are provided for safety
- Comply with all safety instructions
- Report to management anything that they may consider to be of any danger
- Advise management of any areas where protection arrangements require reviewing.

Information regarding health and safety law is provided in a number of ways:

- Employees are provided with a copy of the 'Employee handbook'
- The approved poster "Health and Safety Law – What You Should Know" is displayed on the premises. This poster is advisably completed with names of responsible persons.
- Management and employees have access to our Health and Safety Management System that contains all relevant information with regard to recording and monitoring procedures.

Joint Consultation

The Health and Safety (Consultation with Employees) Regulations require all employers to consult with their employees who are not represented by safety representatives, as detailed in the Safety Representatives and Safety Committees Regulations.

We recognise the importance and benefits to be gained by consultation and will maintain clear avenues of communication to ensure effective consultation between management and employees. It is the responsibility of management to ensure that consultation takes place in good time on matters relating to employee's health and safety at work.

If at any time the method of consultation becomes ineffective due to the size or nature of the School then the School will recognise the rights of employees or groups of employees to elect one or more persons to act as their representative for the purpose of such consultation.

Sub-Contractors/Self Employed Personnel Responsibilities

Will be made aware of the Trust's health and safety policy, safety rules and:

- Will be fully aware of the responsibilities and requirements placed upon them by the Health and Safety at Work etc. Act 1974 and other relevant legislation
- Will comply with all instructions given by management
- Will co-operate with the Trust to ensure a high standard of health and safety on all contracts with which they are involved
- Will carry out risk assessments in relation to their activities, ensure that adequate health and safety arrangements are implemented and co-operate as necessary with all affected parties
- Will comply with signing in and out procedures.

Staff Health and Safety Handbook

The Trust provides detailed support, operating procedures and instructions on a range of health and safety and operational matters.

This is maintained as a hard copy available from the Trust main reception, Business Manager, Executive Headteacher, Health and Safety Lead, Site Manager and Heads of School. An online resource is also available, accessible through the relevant school's Sharepoint / Portal.

Both of these documents are maintained by the Health and Safety Lead and updated as required.

Accident / Near Miss Procedure

1. In the event of an accident any member of staff is expected to ensure the scene is made safe and give comfort and aid to the injured person.
2. A message must be sent to the first aid person using the emergency mobile telephone contact number or school reception as an urgent action. An assessment of the injury should be made by the first aider at the earliest opportunity.
3. Should an ambulance be required it is usually summoned from the main office or first aid mobile telephone. If it is clear that the seriousness of the injury requires immediate medical attention, any member of staff should summon the ambulance by calling 999. In this case, again, a message should be sent to the main office as soon as possible.
4. In the event of serious injury or ill health to a student, the parent (or emergency contact) should be contacted immediately using the contact numbers held in the SIMS. A request to collect their child to take home or to hospital should be made, as appropriate. Medical treatment or advice should not be delayed if parents or emergency contacts are not available.
5. In circumstances where a student needs to be taken to hospital immediately by ambulance and a parent is not available to accompany them, a member of the school staff should go to the hospital to await the arrival of the parent. On occasion, it may be necessary to take an injured student to hospital in a vehicle belonging to a member of staff. Before this occurs, staff should ensure that their insurance covers this eventuality. Staff should be aware that hospital personnel will stabilise the casualty's condition until the parents arrive and give consent to further treatment.
6. Students should only be sent home when a responsible person is present to take care of them. This would normally be a parent/guardian, second emergency contact or close relative.
7. Upon the conclusion of the incident, the lead member of staff for the incident MUST complete an 'Incident or Near Miss Form' and submit this to the Health and Safety Lead within 2 working days of the initial incident.
8. It is important that as much information and detail is provided as is possible within the form. Staff should not however use short codes or abbreviations whilst completing the form other than for the pupil's classgroup.
9. The Health and Safety Lead will advise staff of any further actions required and perform an investigation if this is felt appropriate or meets statutory requirements (if the Health and Safety Lead is a party to the incident, the investigation will be lead by the Business Manager).
10. Should the incident meet the statutory criteria for informing the Health and Safety Executive, the Health and Safety Lead will discuss the matter with the Executive Headteacher prior to doing so and present the relevant information for consideration.
11. A RIDDOR will only be submitted by the Trust's Health and Safety Lead, other staff should discuss concerns or possible RIDDORs with the Health and Safety Lead, who will submit the RIDDOR on their behalf, after discussions with the Executive Headteacher.

First Aid

To support the safety and wellbeing of all staff, students and visitors the Trust employs a dedicated First Aider who is based in the Trust's medical room.

This First Aider is supported by a number of additional first aid trained staff who are identified on the 'First Aid Staffing' Poster displayed in key areas of the school. This poster is updated as staff complete training or their training expires.

First aid resources are allocated in key areas of the school, where there is possibility of injury. The contents of these first aid boxes should only be utilised by a trained first aider. The main first aid point remains the Trust medical room, and where practical all injured individuals should be taken to this central location.

First Aiders are required to make an entry to the first aid record for ANY first aid provided, this is a central record book and is maintained in the Trust medical room. Where treatment is provided an entry should also be made into the pupil's electronic record (via 'ClassCharts').

The First Aider should also ensure that an incident form is completed by the incident's lead first aider or staff member where an incident has occurred. An incident form is not required for minor ailments.

**NOTE THAT IN THE EVENT OF A HEAD INJURY / HEAD BUMP
AN INCIDENT FORM MUST BE COMPLETED.**

Staff Responsibilities:

To reduce the risks of suffering personal injury or delay in getting treatment, staff must:

- Co-operate with the School arrangements for first aid
- Know what the procedure is for summoning help
- Follow any guidance or instruction given, to prevent injury or ill health
- Report any hazardous or dangerous situations.

Health Matters

(Policy on Supporting Children with Medical Needs)

1. The means of identifying students' medical needs should be established:
 - in the school's prospectus
 - by writing letters to parents
 - on intake forms which require parents to identify medical needs
2. Staff should only administer prescribed medication with the agreement of the Headteacher and only when a parental consent form has been completed. The medication should only be administered during school hours where this is unavoidable.
3. Arrangements should be made for the storage of medication in school in a secure cabinet, usually in the main office. All medication should be received in the original container with prescriber's instructions. The following information must be included:
 - Name of Child
 - The name and dose of medication
 - The frequency of administration
4. Where medication needs to be stored below room temperature – this will be stored in the fridge in the MI Room and locked at all times.
5. Medication should be suitably labelled with details of name and dosage
6. All staff should know the location of students' health care plans, where they exist for more serious conditions. The arrangements for updating them should be agreed. First aiders should have a comprehensive list of a student's medical requirements. Medical input to the individual health care plans should be sought from the School Medical Service.
7. Arrangements should be made to train staff, particularly to recognise and deal with anaphylaxis, asthma, diabetes and epilepsy via the School Medical Service.
8. The school does not administer non-prescribed medicines such as paracetamol.

Safeguarding

It is the responsibility of all employees to ensure that all pupils are safe from harm at all times, this includes their obligations until safeguarding.

- All staff must wear their photograph identification badge at all times.
- Visitors to the School – during the school day visitors will report to either Reception. All staff receiving visitors on the site must ensure that:
 - Visitors sign in
 - Visitors wear visitor identification badge at all times
 - Where possible they escort or collect the visitor to and from office/venue
 - Visitors return the ID badge and sign out before leaving the premises
- Contractors on site must wear, at all times, the appropriate visitor badge provided by the Site Manager during their induction. They must sign in and out at Reception.
- After the school day site staff will commence their locking up procedure, a part of which will include the confirmation that no pupils, staff, visitors or contractors remain on site.

Security cameras are sited on the main entrances and throughout the schools. The Trust maintains access to the recorded images as per GDPR regulations and has access for playback and review.

There is restricted access in buildings after school hours. The locking of buildings procedure which follows the cleaning of premises will be conducted in a manner that allows all emergency evacuation routes for Community, Adult Learning and private lettings each evening to be accessible. Site staff will receive information on rooms used each evening from the school diaries.

Vehicle movement on site is restricted during school hours.

School buses use the designated bus park. A small number of taxis come on to the sites at the beginning and end of school day. Senior staff control all buses departing at the end of the school day. All staff involved with the supervision of students leaving by bus wear high visibility jackets.

All individuals who have unrestricted access to pupils are subject to DBS arrangements and details are maintained in the schools' single central registers.

Such measures enable schools to be secure and safeguard staff and students against the risks of unauthorised entry to specific site areas and school buildings.

Risk Assessment

A written assessment of all activities that involve a significant risk to health or safety should be produced, in which the hazards, risks and necessary precautions are identified. The Trust maintains a register of all Risk Assessments which are accessible to all staff.

With regard to teaching, in many cases standard national texts and model risk assessments are provided by organisations such as CLEAPSS, AfPE and DATA. Where relevant these should be adopted, adapted and implemented.

Where appropriate, the precautions detailed in the risk assessment should be transcribed into relevant working documents, such as a lesson plans or worksheets. Risk assessments should be indexed for easy retrieval.

Manufacturers' safety data sheets should be obtained for all hazardous products used in school (except where hazard data is provided by CLEAPSS for Science chemicals). Risk

Personal Protective Equipment (PPE)

Where PPE is identified as a control measure in a risk assessment the equipment selected must be appropriate for the task. This ensures that it will provide adequate protection and is compatible with other equipment in use.

The assessment should be reviewed if there is a significant change in the activity. Advice on the selection of PPE is available from the Corporate Health and Safety Team.

All PPE must be maintained in good working order, and any defect reported immediately to the Head of Department, for repair or replacement.

Respiratory protective equipment (RPE) is maintained in good working order, kept hygienically clean, stored in clean condition, and inspected at monthly intervals (3 monthly where use is infrequent) by the Head of Department. A written record will be kept for inspection.

Alternatively, disposable RPE is used provided that this is suitable for purpose and worn in line with the manufacturer's instructions.

Policy Reviews

This policy is reviewed annually by the Health and Safety Lead with sign-off from the Executive Headteacher.

Draft 2.1	Reviewed and updated	23/11/23	D. Clay
	Sign-off Agreed	23/11/23	G. Atkins
	Next Review Scheduled for	18/11/24	